

MADERA COUNTY

SUPERVISING ANIMAL SERVICES OFFICER

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for enforcing County ordinances governing the licensing, impounding, and disposal of animals; to assume responsibility for collecting and transporting animals to the animal shelter; to care for and feed animals in the shelter; to clean and maintain shelter facilities; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for enforcing County ordinances governing the licensing, impounding, and disposal of animals; supervises, evaluates and trains assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; patrols County areas to locate, capture, and impound small and large animals; responds to calls and complaints from the public concerning stray, vicious, diseased, injured, or dead animals and wildlife; drives trucks and pulls livestock trailers; makes preliminary investigations of animal bites and quarantines animals if necessary; explains animal services ordinances and policies to the public and concerned parties; issues licenses; issues citations to ordinance violators; maintains records of animal impounding and licenses issued; collects and accounts for license fees; disposes of animals in prescribed manner using carbon monoxide chamber, injectable euthanasia solution, or by rifles and shotguns; may be required to perform the full range of Animal Services Officer duties.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a county Animal Services facility.
Characteristics of animal behavior.
Safe, humane, and efficient handling of large and small animals.
Identification of animal breeds.
Symptoms and control of common animal diseases.
Pertinent Federal, State, and local laws, codes, and regulations related to the licensing, impounding, and disposal of animals.
Principles of supervision, training, and performance evaluation.

Skill to:

Operate a variety of animal control tools and equipment including firearms.
Operate modern office equipment including computer equipment.

Ability to:

Supervise, train, and evaluate assigned staff.
Understand and carry out oral and written directions.
Maintain records.
Effectively represent the County's animal services enforcement, and shelter programs to the public, community organizations, and other government agencies.
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to the licensing, impounding, and disposal of animals.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible work experience equivalent to that of an Animal Services Officer I/II with Madera County including some lead work experience.

Training:

Completion of the twelfth grade or equivalent. Specialized training or college level course work in animal science, animal health technology, or a related field is desirable.

License or Certificate:

Completion of the requirements for California Penal Code Section 832 with chemical weaponry training.

Possession of Euthanasia Certification.

Possession of, or ability to obtain, a valid California Class "C" Driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 85 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November, 2001
June, 2007 – Title Change & Amendment